



# City of Tempe

## DEPUTY CITY MANAGER – CHIEF FINANCIAL OFFICER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	042	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	City Manager	<i>Salary / Hourly Minimum:</i>	\$165,154
<i>Supervision Level:</i>	Deputy Director	<i>Salary / Hourly Maximum:</i>	\$221,848
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Officials and Administrators
<i>Physical:</i>	No		

*\*\*This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.*

### REPORTING RELATIONSHIPS

Receives administrative direction from the City Manager.

Exercises direct supervision over Department Managers and other administrative, professional and clerical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Eight (8) years of management / administrative experience in at least one of the following areas: <ul style="list-style-type: none"><li>• Governmental financial planning and administration; and/or</li><li>• Information technology planning and administration.</li></ul>
<i>Education:</i>	Bachelors degree from an accredited college or university in business management, public administration, finance, accounting, computer information systems or degree related to the core functions of this position. A master's degree is preferred.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, manage, direct and review the activities and operations of the City's Finance and Technology Department including accounting, budgeting, purchasing, risk management, sales tax licensing, customer services, applications services, system and network operations, customer support and telecommunications services for the

department; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible, complex administrative support to City management staff and the City Council.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Administer, plan, and direct the activities of the following divisions / sections / programs: accounting, budgeting, purchasing, risk management, sales tax licensing, customer services, applications services, system and network operations, customer support and telecommunications.
- Advise, consult and provide information to the City Manager regarding City finances and information technology.
- Prepare and monitor the City's annual operating and capital improvement budget, and long-range financial and debt management programs.
- Analyze and monitor the City's financial condition; make recommendations for improvement to the City Manager, Assistant City Manager and City Council as necessary.
- Responsible for the City's investments.
- Directs debt issuance activities relative to the City's capital improvement program and operating budgets.
- Advise the City management and the City Council on City financing of special projects and programs.
- Assist in negotiations of contracts and subcontracts for the City; review and approve the purchase of goods and services for the City.
- Ensures compliance with all applicable local, state and federal laws and regulations.
- Maintain an understanding of the needs and changing priorities of other City Departments and Divisions through ongoing interaction with customers and Departmental staff; focus on creating technological solutions to customer's problems and information needs.
- Develop, implement and maintain the City's "Information Technology Strategic Plan", which addresses the purchase, installation and maintenance of various systems throughout the organization;
- Set policies to ensure the integrity and privacy of data and the security of all systems.
- Provide leadership and direction in planning and prioritizing tasks, strategic planning initiatives, and upholding the City's stated mission and values.
- Conceptualize, implement and deliver multiple projects on time and within budget, ceteris paribus; recommend strategic and tactical plans for the effective and efficient utilization of various information technologies; prepare the Departmental budget based upon these plans.
- Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and maximize leadership in the workplace.
- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out the program; consult with and advise the City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.

- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Confer, advise and/or direct division heads on problems relating to activities within their division.
- Facilitate the resolution of employee relation issues as well as represent the City in matters of concern to associations representing City employees.
- Advise and assist the City Manager, department management, and employees in a variety of work related matters including the interpretation and application of policies and processes.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Make presentations before the City Council and other boards, commissions and community organizations.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective February 2010*

*Revised July 2014 (new job title)*